TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

PLEDGE OF ALLEGIANCE

SWEARING-IN CEREMONY FOR
JUSTICE OF THE PEACE JAMES W. HUFF

BY J. THEODORE HILSCHER,
NOTARY PUBLIC OF THE STATE OF NEW YORK

INDEX OF RESOLUTIONS

1. **APPOINTMENT OF DEPUTY SUPERVISOR**
2. **SCHEDULE OF MEETINGS**
3. **AUTHORIZATION FOR ADVANCE PAYMENTS**
4. **AUDIT OF CLAIMS**
5. **2025 SALARIES FOR ELECTED OFFICIALS AND APPOINTEES**
6. **COMMITTEE APPOINTMENTS**
7. **ADOPTION OF EMPLOYEE HANDBOOK**
8. **APPOINTMENT OF ATTORNEY FOR THE TOWN**
9. **APPOINTMENT OF TOWN BOOKKEEPING SERVICE**
10. **RESOLUTION AUTHORIZING SUPERVISOR TO SIGN AN AGREEMENT FOR IT SERVICES**
11. **2025 SALARIES FOR ELECTED OFFICERS AND APPOINTEES**
12. **WASTEWATER TREATMENT PLANT OPERATIONS STAFF APPOINTMENTS**
13. **APPOINTMENT OF PART-TIME EMPLOYEES FOR TOWN HIGHWAY DEPARTMENT**
14. **FIDELITY BOND**
15. **2025 PAID HOLIDAYS**
16. **ESTABLISHMENT OF WORK WEEK FOR FULL-TIME HOURLY EMPLOYEES**
17. **ESTABLISHMENT OF WAGE SCALE FOR TOWN HIGHWAY DEPARTMENT**
18. **MILEAGE REIMBURSEMENT RATE**
19. **DESIGNATION OF OFFICIAL TOWN NEWSPAPER**
20. **RENTAL OF POST OFFICE BOX**
21. **PETTY CASH FUNDS**
22. **DESIGNATION OF DEPOSITORIES**
23. **REVIEW OF TOWN INVESTMENT POLICY**
24. **ADOPTION OF TOWN PROCUREMENT POLICY**
25. **ATTENDANCE AT MEETINGS, CONFERENCES; TRAVEL ADVANCE**
26. **AUTHORIZATION OF SERVICE CHARGES FOR RETURNED CHECKS**
27. **FILING OF SUPERVISOR'S REPORT FOR YEAR ENDING DECEMBER 31, 2024**
28. **APPOINTMENT OF VOTING REPRESENTATIVE TO BOARD OF DIRECTORS, GREENE COUNTY EMERGENCY MEDICAL SYSTEMS, INC.**
29. **RENEWING DESIGNATION OF ENGINEERS AUTHORIZED TO PERFORM ENGINEERING REVIEW SERVICES ON BEHALF OF THE TOWN**
30. **APPOINT MEMBERS TO THE PLANNING BOARD**
31. **APPOINT CHAIR OF PLANNING BOARD**
32. **APPOINT MEMBERS TO THE ZONING BOARD OF APPEALS**
33. **APPOINT CHAIR OF THE ZONING BOARD OF APPEALS**
34. **EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE NEW**

BALTIMORE FIRE DISTRICT UNTIL DECEMBER 31, 2025

35. EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE MEDWAY GRAPEVILLE FIRE DISTRICT UNTIL DECEMBER 31, 2025

36. PROVIDE PLOWING SERVICES FOR HUDSON RIVER INTERPRETIVE TRAIL

37. AMEND GUIDELINES FOR PUBLIC COMMENT DURING TOWN BOARD MEETINGS

38. AMEND TOWN FOIL POLICY

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 1-2025
APPOINTMENT OF DEPUTY TOWN SUPERVISOR

RESOLVED, that Nicholas Dellisanti is hereby appointed Deputy Town Supervisor of the Town of New Baltimore and shall act in place of the Supervisor and have full duties and powers in the event that the Town Supervisor becomes incapacitated or is otherwise unavailable.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 2-2025
SCHEDULE OF MEETINGS

RESOLVED, that the regular monthly meetings of the Town Board of the Town of New Baltimore shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 13, 2025	May 12, 2025	September 8, 2025
February 10, 2025	June 9, 2025	October 15, 2025
March 10, 2025	July 14, 2025	November 10, 2025
April 14, 2025	August 11, 2025	December 8, 2025

AND BE IT FURTHER RESOLVED, that the monthly Town Board work meeting shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 27, 2025	May 28, 2025	September 22, 2025
February 24, 2025	June 23, 2025	October 27, 2025
March 24, 2025	July 28, 2025	November 24, 2025
April 28, 2025	August 25, 2025	December 22, 2025

AND BE IT FURTHER RESOLVED, that pursuant to Section 103 of the Public Officers Law, these Town Board meetings shall be open to the general public. Nothing herein shall preclude the Town Board from conducting official business at its monthly work meeting where it is deemed to be necessary to do in the interest of expediency and where the public interest will be served,

AND BE IT FURTHER RESOLVED, that the regular monthly meeting of the Planning Board of the Town of New Baltimore shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 9, 2025	May 8, 2025	September 11, 2025
February 13, 2025	June 12, 2025	October 9, 2025
March 13, 2025	July 10, 2025	November 13, 2025
April 10, 2025	August 14, 2025	December 11, 2025

AND BE IT FURTHER RESOLVED, that the Planning Board work meeting, if held, shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the fourth Thursday of each month,

AND BE IT FURTHER RESOLVED, that pursuant to Section 103 of the Public Officers Law, these Planning Board meetings shall be open to the general public,

AND BE IT FURTHER RESOLVED, that the regular monthly meeting of the Zoning Board of Appeals of the Town of New Baltimore shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 8, 2025	May 7, 2025	September 3, 2025
February 5, 2025	June 4, 2025	October 1, 2025
March 5, 2025	July 2, 2025	November 5, 2025
April 2, 2025	August 6, 2025	December 3, 2025

AND BE IT FURTHER RESOLVED, that pursuant to Section 103 of the Public Officers Law, these Zoning Board of Appeals meetings shall be open to the general public,

AND BE IT FURTHER RESOLVED, that the Justice Court of the Town of New Baltimore shall be held weekly on Tuesdays. Court sessions will start at 2:00 PM and be held in the Town Hall Meeting Room.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 3-2025
AUTHORIZATION FOR ADVANCE PAYMENTS

RESOLVED, that in accordance with the provisions of Section 118 of the Town Law, the Supervisor is hereby authorized to make payments in advance of the monthly audit of claims by the Town Board for recurring charges such as utility bills, postage, health and dental insurance, insurance policies, telephone and fuel charges, payments to the Office of Court Administration, Village of Coxsackie water billing, bond payments, and New York State Retirement System payments recurring on an annual basis or similar payments necessary to avoid late charges.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 4-2025
AUDIT OF CLAIMS

WHEREAS, the Town Clerk in a Town without a Comptroller is required to assign numbers to all audited claims and place on abstract for Town Board Members; and

WHEREAS, Town Board Members are required to audit all submitted claims prior to or at the Regular Monthly Town Board Meeting and Town Board Work Meeting; and

WHEREAS, the Town Board adopts a resolution at the Regular Monthly Town Board Meeting and Town Board Work Meeting authorizing Supervisor to pay the audited claims for said month;

NOW, THEREFORE, BE IT RESOLVED, that all claims to be audited at said Regular Monthly Meeting and Town Board Work Meeting must be submitted to the Town Clerk by 4 PM on Friday prior to each regular monthly Town Board Meeting and Town Board Work Meeting to be included on the Audit of Claims.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 5-2025
2025 ANNUAL SALARIES FOR ELECTED OFFICIALS AND APPOINTEES

RESOLVED, that the following salaries and contractual services payments be fixed up to the following levels for the year 2025:

Supervisor	$12,986.00, payable quarterly
Deputy Town Supervisor	$3,030.00, payable quarterly
Councilpersons (4)	$ 5,411.00, payable quarterly
Justices (2)	$12,986.00, payable quarterly
Town Clerk	$43,285.00, payable biweekly
Superintendent of Highways	$61,682.00, payable biweekly
Sole Assessor	$19,479.00, payable biweekly
Planning Board Members (5)	$833.00, payable quarterly
Planning Board Chair	$2,510.00, payable quarterly
Planning Board Vice Chair	$941.00, payable quarterly
Zoning Board of Appeals (4)	$346.00, payable quarterly
Zoning Board of Appeals Chair	$780.00, payable quarterly
Board of Assessment Review (4)	$216.00 + $50 per meeting over 2 meetings
Board of Assessment Review Chair	$271.00 + $50 per meeting over 2 meetings

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 6-2025
COMMITTEE APPOINTMENTS

RESOLVED, that the Town Board does hereby establish the following Town Committees and appointments to said committees for the year 2025:

Agriculture Committee/AgFest Liaison	Member: Shelly VanEtten
Animal Control	Chair: Janet Kash Member: Debra Sottolano
Assessment	Chair: Debra Sottolano Member: Janet Kash
Audit and Budget	Chair: Jeff Ruso Member: Kelly Downes
Buildings & Grounds/Recycling	Chair: Kelly Downes Member: Shelly VanEtten
Code Enforcement Officer	Chair: Kelly Downes Member: Jeff Ruso
Fire, EMS and Law Enforcement	Member: Nick Dellisanti
Grants/Promotions/Economic Development	Chair: Shelly VanEtten Member: Jeff Ruso
Highway	Chair: Jeff Ruso Member: Kelly Downes
Insurance:	Chair: Jeff Ruso Member: Kelly Downes
Personnel:	Chair: Jeff Ruso Member: Shelly VanEtten
Planning Board	Chair: Kelly Downes Member: Janet Kash
Seniors	Chair: Shelly VanEtten Member: Jeff Ruso
Technology/Website	Chair: Kelly Downes Member: Shelly VanEtten
Town Courts Liaison	Chair: Janet Kash Member: Debra Sottolano

Veterans and Memorials	Chair: Shelly VanEtten Member: Kelly Downes
Wastewater Treatment Plant	Chair: Debra Sottolano Member: Janet Kash
Water Districts	Chair: Janet Kash Member: Debra Sottolano
Youth, Parks and Recreation	Chair: Shelly VanEtten Member: Jeff Ruso
Zoning Board of Appeals	Chair: Debra Sottolano Member: Janet Kash

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 7-2025
ADOPTION OF EMPLOYEE HANDBOOK

RESOLVED the Employee Handbook originally adopted by the New Baltimore Town Board by Resolution on November 24, 2014 and updated as needed is in full force and effect for 2025.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 8-2025
APPOINTMENT OF ATTORNEY FOR THE TOWN

RESOLVED, that the position of Town Attorney is hereby abolished until midnight, December 31, 2024, and

BE IT FURTHER RESOLVED, that Michelle Storm, Esq. is hereby retrained as Attorney for the Town of New Baltimore for the year 2025 at the annual rate of $16,000, payable monthly, to provide such legal services as the Town Board deems necessary pursuant to her proposal which is annexed hereto and is fully incorporated herein. Additional legal services outside the scope of the Retainer Fees shall be billed at the hourly rate of $300 per hour for Partners, $250 for Senior Associates, $175 for Associates, $110 for Law Clerks, and $90 for Paralegals. The Supervisor is hereby empowered to sign and accept said proposal.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 9-2025
RESOLUTION TO AUTHORIZE SUPERVISOR TO SIGN AGREEMENT WITH EVENING STAR BOOKKEEPING SERVICE FOR BOOKEEPING SERVICES

WHEREAS Evening Star Bookkeeping Service has been providing bookkeeping services to the Town of New Baltimore since 2013.

WHEREAS according to the Procurement Policy of the Town of New Baltimore (6)(a) Professional services or services requiring special or technical skill, training or expertise. The individual or company must be taken based on accountability, reliability, responsibility, skill, education and training, judgement integrity and moral worth.

WHEREAS the Attorney for the Town has determined that this Agreement is considered professional services.

RESOLVED that the Supervisor is authorized to sign an Agreement with Evening Star Bookkeeping Services for 2025.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 10-2025
RESOLUTION AUTHORIZING SUPERVISOR TO SIGN
AN AGREEMENT FOR IT SERVICES

WHEREAS the Town of New Baltimore will be utilizing professional IT services for 2025.

WHEREAS the Attorney for the Town has determined that said services are considered professional services or services requiring special or technical skill, training or expertise according to the Town of New Baltimore Procurement Policy adopted January 1, 2025.

RESOLVED that the Town Supervisor is authorized to sign an agreement with Intelligent Technology Solutions, Inc. for IT Services until December 31, 2025.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 11-2025
2025 SALARIES FOR ELECTED OFFICERS AND APPOINTEES

RESOLVED, that the following salaries and contractual services payments be fixed up to the following levels for the year 2025; all appointments until December 31, 2025:

Assessor Clerk	Sandra Trombley	$18.54/Hour Payable Biweekly
Building/Planning Board/ZBA Clerk	April Krein	$18.54/Hour Payable Biweekly
Court Clerk (Part Time)	Lynn Layman-Wallace	$18.54/Hour Payable Biweekly
Court Clerk (Part Time)	Asia Irizarry Decker	$18.54/Hour, Payable Biweekly
Records Management Clerk	Amanda Eldred	$18.54/Hour Payable Biweekly
Records Management Clerk	Sandra Trombley	$18.54/Hour Payable Biweekly
Deputy Registrar of Vital Statistics	Amanda Eldred	$18.54/Hour Payable Biweekly
Deputy Town Clerk	Amanda Eldred	$20.57/Hour Payable Biweekly
Deputy Town Clerk	Sandy Trombley	$20.57/Hour Payable Biweekly
Recycling Center Operator/Laborer	Kirk Trombley	$18.54/Hour Payable Biweekly
Town Hall Laborer	Colleen Porter	$17.95/Hour Payable Biweekly
Part-Time Code Enforcement Officer	Vincent Hales	$16.50/Hour Payable Biweekly

Records Management Officer	Barbara Finke	No Salary
Registrar of Vital Statistics	Barbara Finke	No Salary
Emergency Management Officer	Alan VanWormer	$400/Year Payable Annually
Health Officer	Dr. Stephen Hassett	$500/Year Payable Annually
Town Historian	Ted Hilscher	$1,688.00/Year Payable Quarterly
Dog Control Officer	Sherry Vieta	$3,517.00/Year Payable Biweekly
Code Enforcement Officer/Data Collector	Allan Jourdin	$22,011.00/Year Payable Biweekly

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 12-2025
WASTEWATER TREATMENT PLANT OPERATIONS STAFF APPOINTMENTS

BE IT RESOLVED, that Louis Betke is hereby appointed to the position of Chief Wastewater Treatment Plant Operator (Part-Time) for the year 2025, with responsibilities including, but not limited to: overseeing, maintaining and operating the Town of New Baltimore's wastewater treatment plant and associated facilities on a day-to-day basis, to ensure that the condition of the Town's Permits and all other applicable law and regulations are complied with and met. Mr. Betke shall be paid a salary rate of $26.25 per hour for up to 25 hours per week, payable biweekly. In addition, the Wastewater Treatment Plant Operator shall receive benefit time in accordance with the Town Handbook.

BE IT FURTHER RESOLVED, that David Varade is hereby appointed to the position of Part-Time Wastewater Treatment Plant Operator, to work under the supervision of the Chief Wastewater Treatment Plant Operator, at a salary rate of $22.66 per hour, and

BE IT FURTHER RESOLVED, that Jonathan Rice is hereby appointed to the position of Part-Time Wastewater Treatment Plant Operator, to work under the supervision of the Chief Wastewater Treatment Plant Operator, at a salary rate of $22.00 per hour, and

BE IT FURTHER RESOLVED, that all employees will notify their supervisor when leave time will be taken and the Chief Wastewater Treatment Plant Operator will provide the Supervisor and Town Clerk with written notice of said time including vacation and personal time.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 13-2025
APPOINTMENT OF PART-TIME EMPLOYEES FOR
TOWN HIGHWAY DEPARTMENT

RESOLVED, that the Town Superintendent of Highways be empowered to employ the following individuals as Part-Time Heavy Equipment Operators to assist the Town Highway Department for snow removal when their assistance is deemed necessary by the Superintendent of Highways:

Hugh Sterritt
James Meade

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 14-2025
FIDELITY BONDS

BE IT RESOLVED, that the Town of New Baltimore approve and file in the Office of the Greene County Clerk and the Town Clerk of the Town of New Baltimore the following official bonds:

Town Clerk/Tax	$700,000
Supervisor	$800,000
Other Officials, Including Deputy Supervisor, Town Clerk, Deputy Town Clerks, Town Justices, Justice Clerk, Deputy Justice Clerk, Highway Superintendent, Deputy Highway Superintendent	$ 50,000

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 15-2025
2025 PAID HOLIDAYS

RESOLVED, that the following days shall be paid holidays for full-time employees for the year 2025:

New Year's Day	January 1
Martin Luther King, Jr. Birthday	January 20
Presidents' Day	February 17
Memorial Day	May 26
Independence Day	July 4
Labor Day	September 1
Columbus Day	October 13
Election Day	November 4
Veterans' Day	November 11
Thanksgiving Day	November 27
Christmas Day	December 25
Floating Holiday	

If a holiday falls on Saturday, it will be observed on Friday and if it falls on Sunday it will be observed on Monday.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 16-2025
ESTABLISHMENT OF WORK WEEK FOR FULL-TIME HOURLY EMPLOYEES

RESOLVED, that the work week for the Town Highway Department for the year 2025 shall be 40 hours, and that overtime be paid for hours worked by full-time employees over 40 hours per week; and

RESOLVED that the work week for full-time employees at Town Hall for the year 2025 shall be 32.5 hours per week and that overtime be paid for hours worked in excess of 40 hours per week.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 17-2025
ESTABLISHMENT OF WAGE SCALE FOR TOWN HIGHWAY DEPARTMENT

RESOLVED, that the wages for the Town Highway Department employees for the year 2025 will be as follows:

Heavy Motor Equipment Operator	$24.43 per hour
Foreman	$27.98 per hour
Part-Time Heavy/Motor Equipment Operators	$24.43 per hour

Overtime shall be paid at 1 ½ times the regular rate of pay at the 41st hour.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 18-2025
MILEAGE REIMBURSEMENT RATE

RESOLVED, that mileage reimbursement for the use of private vehicles for the year 2025 will be at the Federal Government rate.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 19-2025
DESIGNATION OF OFFICIAL TOWN NEWSPAPER

RESOLVED, that the *Times Union* is hereby designated as the official newspaper of the Town of New Baltimore for the year 2025.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 20-2025
RENTAL OF POST OFFICE BOX

It is RESOLVED that the Town of New Baltimore shall rent a post office box in the New Baltimore Post Office and the Hannacroix Post Office.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 21-2025
PETTY CASH FUNDS

RESOLVED, that the following petty cash funds be established for the year 2025:

Town Clerk	$400.00
Justice Clerk	$500.00
Summer Recreation Director	$500.00
Recycling Center Operator	$ 50.00
Town Clerk/Tax	$200.00
Assessor's Clerk	$ 75.00
Building/Planning/Zoning Clerk	$100.00

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 22-2025
DESIGNATION OF DEPOSITORIES

RESOLVED, that the following banks be designated as depositories of funds for the following officials:

Greene County Commercial Bank:	Supervisor Deputy Supervisor Town Clerk Justices
National Bank of Coxsackie:	Supervisor Deputy Supervisor Town Clerk Justices

In addition to the depositories named above, the Supervisor shall be empowered to invest Town funds in accordance with the Investment Policy for the Town of New Baltimore.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 23-2025
REVIEW OF TOWN INVESTMENT POLICY

RESOLVED, that pursuant to the provisions of the General Municipal Law of the State of New York, the Town Board hereby adopts the attached Investment Policy dated January 5, 2009.

INVESTMENT POLICY FOR THE TOWN OF NEW BALTIMORE

I. This investment policy applies to all moneys and other financial resources available for investment on its own behalf.

II. The primary objectives of the Town of New Baltimore's investment activities are, in priority order:

to conform with all applicable federal, state and other legal requirements;

to adequately safeguard principal;

to provide sufficient liquidity to meet all operating requirements; and

to obtain a reasonable rate of return.

III. The Supervisor shall be responsible for the administration of the investment program.

IV. The Supervisor shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Town of New Baltimore. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

V. It is the policy of the Town of New Baltimore to diversify its deposits and investments by financial institution, by investment instrument and by maturity scheduling wherever diversification is practical and practicable

It is the policy of the Town of New Baltimore for all funds coming into the Town to be deposited or invested within 10 days of receipt.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 24-2025
TOWN PROCUREMENT POLICY

RESOLVED, that pursuant to the provisions of Section 104-b of the General Municipal Law of the State of New York, the Town Board has reviewed the attached Procurement Policy originally adopted in 1992, as amended in 2010, 2013, 2014, and 2015 and finds that the Procurement Policy should remain in force and effect.

TOWN OF NEW BALTIMORE
PROCUREMENT POLICY

Purpose

To ensure the prudent and economical use of the public's money for the purchase of goods and services of maximum quality at the most economical cost, and to guard against favoritism, improvidence, extravagance, fraud, and corruption, the Town of New Baltimore, New York is adopting internal policies and procedures governing all procurements which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or of any other general, special or local law.

Purchasing Ethics

To maintain a high standard of conduct and to protect the reputation of the local government, the following rules of conduct with apply:

1. To consider first the interests of the local government and the betterment of its government.
2. To obtain the greatest value for every dollar spent.
3. To be receptive to advice and suggestions from department heads, insofar as such advice and suggestions are not in conflict with legal or moral restrictions in purchasing procedures.
4. To strive for knowledge of equipment and supplies in order to recommend items that may reduce cost and/or increase efficiency.
5. To insist on and expect honesty in sales representation whether offered verbally or in writing, through the advertising or in a sample of a product submitted.
6. To give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications.
7. To discourage the offer of, and to decline, gifts which might influence the purchase of municipal equipment and supplies.
8. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.
9. To counsel and assist other purchasing agents in the performance of their duties wherever occasion permits.
10. To cooperate with governmental and trade associations in the promotion and development of sound business methods in the purchasing of equipment and supplies.
11. To seek or dispense no personal favors.

Competitive Bidding

1.) Every purchase to be made must be initially reviewed by each department to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. It is unlawful to artificially split or divide a contract or enter into a series of transactions, to avoid a competitive bidding threshold. The source of funds to be spent does not alter the requirements of competitive bidding i.e. Public Grants. No purchase can be made without the appropriate funding to support the purchase in place.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under $10,000 and public works contracts under $35,000.; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions, purchases under State and County contracts; surplus and second-hand purchases from another governmental entity, and Sole Source purchases. Sole Source purchases are done when a product or service is available from one source only, the product/service is uniquely required in public interest, or if there is no substantial equivalent.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the department making the purchase and presented to the Town Board.

2.) All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over $10,000 and public works contracts over $35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law, goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal law; purchases under county Contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3.) All procurement and rental/lease of equipment, materials, supplies and nonpersonal services shall be requisitioned through the Town Board, regardless of dollar amount, with the signed approval of the requisitioning department's supervisor prior to ordering.

The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase	Method
Under $1,000	Left to the discretion of the purchaser
$1,000 to $2,500	An oral request for the goods and fax/email quotes from at least 2 vendors.
$2,500 to $10,000	A written RFP and written/fax/email quotes from at least 3 vendors
Greater than $10,000	A formal bid pursuant to GML 103(1)

Estimated Amount of Public Works Contract	Method Required
$ 1 - $ 2,500	No quotation
$2,501 - $10,000	2 written/quotations
$10,001 - $25,000	3 written/quotations
$25,001 - $35,000	4 or more written/quotations
$35,001 – over	sealed bid required

A good faith effort shall be made to obtain the required number of proposals or quotations. If the department is unable to obtain the required number of proposals or quotations, the department will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement. All documentation shall be maintained by the requisitioning department for review by the Town Board.

4.) Documentation is required of each action taken in connection with each purchase.

5.) Documentation and written explanation is required whenever a contract is awarded to other than the lowest responsible bidder. This documentation will include an explanation of how the award will achieve savings or how the bidder was not responsible. A determination that the bidder is not responsible shall be made by the Town Board.

6.) Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotation will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Town of New Baltimore to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be taken based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. The qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category the Town shall take into consideration the following guideline: (a) whether the services are subject to State licensing or testing requirements; (b) whether formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/ or services of an insurance broker; services of a certified public accountant; investment management services; services of an actuary; printing services involving extensive writing, editing or art work; management of a municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Town is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods and services under $500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such minimal contracts would be based on favoritism.

7.) Unintentional failure to fully comply with the provisions of Section 104-b or the Town Board's policies and procedures shall not be grounds to void action taken or give rise to a cause of action against the political subdivision or district or any officer or employee thereof.

8.) This policy shall go into effect upon approval by the Town Board and will be reviewed annually by the Town Board to determine if updates or changes should be made.

Return of Goods

Whenever the Town receives a parcel that is either a duplicate shipment or an item that is to be returned for credit, the Town (the department holding the goods) should request from the vendor a "Return Goods Authorization Number" or a letter of authorization to return the goods. This provides the Town with the appropriate documentation to obtain the proper credit as well as to inform the vendor of the nature of its return. If no authorization is required then a letter should accompany the shipment advising the vendor as to why it is being returned with the follow information: Town Purchase Order #, vendor invoice number, and or name of contact at vendor's facility authorizing the return.

Purchase Requisition

A purchase requisition is a request to the Town Board for the purchase of goods or services. These requests are submitted in written/electronic format. All requisitions shall be authorized by the department head prior to submission to the Town Board in order to maintain internal control. In the

absence of the Department head, a listing of authorized persons to approve requisitions on their behalf shall be submitted to the Town Board annually. Each requisition shall include a brief description of the product or service being ordered, and the appropriate product or part number.

The Purchase Order

A purchase order is an official document that binds the Town to procure goods or services as specified on the document. Purchase orders must provide sufficient description of the product being ordered or service to be performed. It should detail order quantity, item description, part number (if available), unit cost, and departmental charge code to ensure billing to the correct department's general ledger.

Blanket Purchase Orders – This is a single purchase order that is issued to cover a specified period of time for repetitive purchases of the same goods or redundant services to be utilized. If a blanket purchase order is to be issued, indicate such on the requisition by typing "BLANKET ORDER".

Requests for Proposal (RFP)

A Request for Proposal (RFP) is a competitive procurement with an award based on price and other criteria which may include negotiation. An RFP is not an alternative to competitive bidding, except when expressly authorized by the State Legislature. An RFP may be used if procurement is within exception to competitive bidding and permitted under the Town's procurement policies. They are most commonly used for professional service, true leases and licenses/concessions. Procedures include:

1. Establishment of evaluation criteria (i.e. price; experience; creditworthiness; approach to performance; staff availability; ability to perform; and time estimates).
2. Comprehensive, fair solicitation process.
3. Fair and equitable negotiation process.
4. Fair review/evaluation or rating process.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 25-2025
ATTENDANCE AT MEETINGS, CONFERENCES; TRAVEL ADVANCE

RESOLVED, that upon at least four weeks prior approval of the Town Board of the Town of New Baltimore, officials of the Town be empowered to attend schools, seminars, association meetings, etc., that are deemed necessary to better enable them to perform their official duties. Reasonable lodging expenses shall be paid by the Town should the attendance require an overnight stay. Should the attendance require an overnight stay of more than one night, the official may request a travel advance to defray the cost of meals and incidental expenses. The amount of the travel advance shall not exceed the standard per diem reimbursement rate for federal employees. If the official receives the maximum advance, the Town of New Baltimore shall be reimbursed by said official for the difference between the amount advanced, and the actual expenses incurred for which receipts are to be furnished by said official.

RESOLVED the Town Board reserves the right to reject reimbursement for expenses not in compliance with this resolution.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 26-2025
AUTHORIZATION OF SERVICE CHARGES FOR RETURNED CHECKS

RESOLVED, that pursuant to the provisions of Section 85 of the General Municipal Law of the State of New York, a service charge of $20 shall be levied for any checks tendered for the payment of taxes or other charges which are subsequently returned by a bank for insufficient funds or other reason.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 27-2025
FILING OF SUPERVISOR'S REPORT FOR YEAR ENDING

RESOLVED, that pursuant to subdivision 10-A of Section 29 of the Town Law of the State of New York, the Supervisor shall submit to the Town Clerk within sixty days after the close of the 2024 fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law of the State of New York, providing, however, that if the time for the filing of the annual report has been extended for a period of sixty days by the State Comptroller, then the time for submitting a copy of the report to the Town Clerk shall also be extended. Said report shall be submitted in lieu of the report required by Subdivision 10 of Section 29 of the Town Law of the State of New York.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 28-2025
APPOINTMENT OF VOTING REPRESENTATIVE TO BOARD OF DIRECTORS, GREENE COUNTY EMERGENCY MEDICAL SYSTEMS INC.

RESOLVED, that Nicholas Dellisanti is hereby designated as the representative of the Town of New Baltimore to the Board of Directors of Greene County Emergency Medical Systems, Inc. for the year ending December 31, 2025.

AND BE IT FURTHER RESOLVED, if the representative is unable to attend this meeting, Jeffry Ruso is authorized to attend as the Town's official designee.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 29-2025
RENEWING DESIGNATION OF ENGINEERS AUTHORIZED TO PERFORM ENGINEERING REVIEW SERVICES ON BEHALF OF THE TOWN

WHEREAS, the Town Board hereby finds that there is a continued need for designation of licensed professional engineers to perform such engineering review work that may be required for projects under consideration by the Town in the course of its usual business.

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of New Baltimore does hereby renew the designation of C.T. Male Associates, Crawford & Associates Engineering and Land Surveying P.C., Delaware Engineering, Creighton Manning Engineering, and MJ Engineering and Land Surveying, P.C. as engineering firms that are eligible for retention by the Town Board, Planning Board or Zoning Board of Appeals for purposes of providing engineering services in conjunction with the review of projects that are under consideration by the Town Board, Planning Board or Zoning Board of Appeals, and

BE IT FURTHER RESOLVED, that such designation shall expire on December 31, 2025.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 30-2025
APPOINT MEMBERS TO THE PLANNING BOARD

RESOLVED that Frank Orlando is reappointed to the Planning Board for a three-year term expiring December 31, 2027.

RESOLVED that Joshua Boehlke and William MacDonald are appointed to the Planning Board for a one-year term expiring December 31, 2025.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 31-2025
REAPPOINT CHAIR OF THE PLANNING BOARD

RESOLVED that Robert VanEtten is hereby reappointed as Chair of the Planning Board until December 31, 2025.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 32-2025
REAPPOINT MEMBER TO THE ZONING BOARD OF APPEALS

RESOLVED that Craig Albano is reappointed to the Zoning Board of Appeals for a five-year term expiring December 31, 2029.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 33-2025
REAPPOINT CHAIR OF THE ZONING BOARD OF APPEALS

RESOLVED that William Boehlke is hereby reappointed as Chair of the Zoning Board of Appeals until December 31, 2025.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 34-2025
EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE
NEW BALTIMORE FIRE DISTRICT UNTIL DECEMBER 31, 2025

RESOLVED that the Intermunicipal Agreement between the Town of New Baltimore and the New Baltimore Fire District originally adopted on October 13, 2014 is hereby extended for a one year period until December 31, 2025.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 35-2025
EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE MEDWAY GRAPEVILLE FIRE DISTRICT UNTIL DECEMBER 31, 2025

RESOLVED that the Intermunicipal Agreement between the Town of New Baltimore and the Medway Grapeville Fire District originally adopted on October 12, 2015 is hereby extended for a one year period until December 31, 2025.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 36-2025
PROVIDE PLOWING SERVICES FOR HUDSON RIVER INTERPRETIVE TRAIL

WHEREAS the New Baltimore Conservancy has requested that the Town Highway Department continue to plow their parking lot located on the west side of State Route 144 just north of the New Baltimore/Coeymans Town line.

BE IT RESOLVED that the Town of New Baltimore agrees to provide plowing services for the parking lot owned by the New Baltimore Conservancy that serves the Hudson River Interpretive Trail (HRIT) until December 31, 2025.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 37-2025
RESOLUTION TO AMEND GUIDELINES FOR PUBLIC COMMENT
DURING TOWN BOARD MEETINGS

WHEREAS the Town of New Baltimore has published "Guidelines for Public Conduct During Town Board Meetings that read:

GUIDELINES FOR PUBLIC CONDUCT DURING TOWN BOARD MEETINGS

1. The Supervisor shall preside at the meetings of the Town Board. In the absence of the Supervisor, the Deputy Supervisor shall be the acting Supervisor. In the event both the Supervisor and the Deputy Supervisor are absent, the other members shall designate one of their members to act as temporary chairman. A majority of the Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.

2. Town residents who wish to speak shall fill out a card at the entrance of the meeting room listing their name, contact information, and the subject matter in which they would like to speak. These cards will be collected prior to the beginning of the Town Board meeting and given to the Town Supervisor or Deputy Supervisor in the absence of the Supervisor.

3. Speakers must be recognized by the presiding officer and then proceed to the lectern and state their name and address. They must limit their remarks on official town business to up to three minutes. They must address their remarks to the Board as a body and not to any member thereof and not to other members of the audience in the form of a debate.

4. Speakers should present their remarks in a courteous manner and may not make disparaging remarks or personal comments about public officials, town residents, or others. All speakers and individuals attending the meeting will observe the commonly accepted rules of courtesy, decorum, dignity, and good taste with no cursing, swearing, clapping, booing, finger pointing, bullying, whispering, or talking that disrupts the proceedings of the business of the Town Board.

5. Any speaker who disregards the directives of the presiding officer in enforcing the rules, disturbs the peace at a meeting, makes impertinent or slanderous remarks, or generally conducts themselves in an inappropriate manner shall be barred from further participation and will forfeit any balance of time remaining for their comments.

6. After a final warning, if a speaker willfully refuses to step down, the Town Supervisor shall contact the appropriate authorities to remove the speaker from the meeting room and to restore order.

7. The Town Supervisor, or in their absence the Deputy Supervisor, shall ensure compliance with these rules.

THEREFORE BE IT RESOLVED that the Town Board of the Town of New Baltimore adopts the aforementioned guidelines for public conduct during Town Board meetings.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2025 ORGANIZATIONAL MEETING
JANUARY 1, 2025

RESOLUTION 38-2025
RESOLUTION TO AMEND TOWN FOIL POLICY

WHEREAS the Town Board of the Town of New Baltimore hereby provides notice to all parties of the intention of the Town to implement §87(1)(b) and (c) of the NYS Freedom of Information Law that allows for when it takes a municipality more than two (2) hours to prepare, extract or generate electronic data, the municipality could charge for the employee's time.

THEREFORE BE IT RESOLVED that the Town of New Baltimore shall, in all cases where the estimated time necessary for completion of any given FOIL received is greater than two (2) hours, the Town Clerk shall inform, in writing, the requestor of the estimated time and cost of preparing that FOIL. Upon receipt of said payment the Town Clerk shall proceed with the preparation of the FOIL. In each case the Town shall track all times and reconcile such payment upon completion of the FOIL response.